

4 create

System User Guide

v1.1.6 +
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This is intended as an overview of the system installed in your Immersive Space and a quick-start guide to operating the software 4D create.

Note: When loading up 4D create, you will be asked for a login username and password. This is for administrator use only- you can login without entering anything in these boxes.



Basic Information

Get to grips with the basic layout of 4D create.

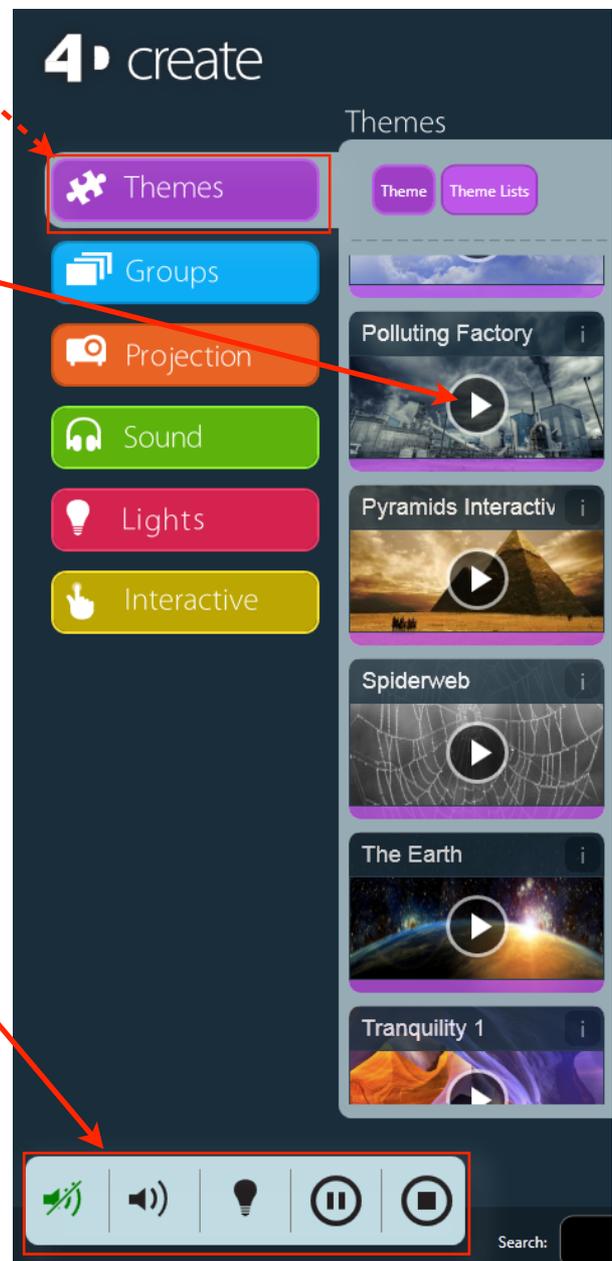
Layout of the User Screen;

This is a description of the layout of the user screen and what you will find on each page. The user screen has been designed as a simple user interface for controlling your room.

Sidebar	Each coloured menu button gives the user access to different pages of buttons.
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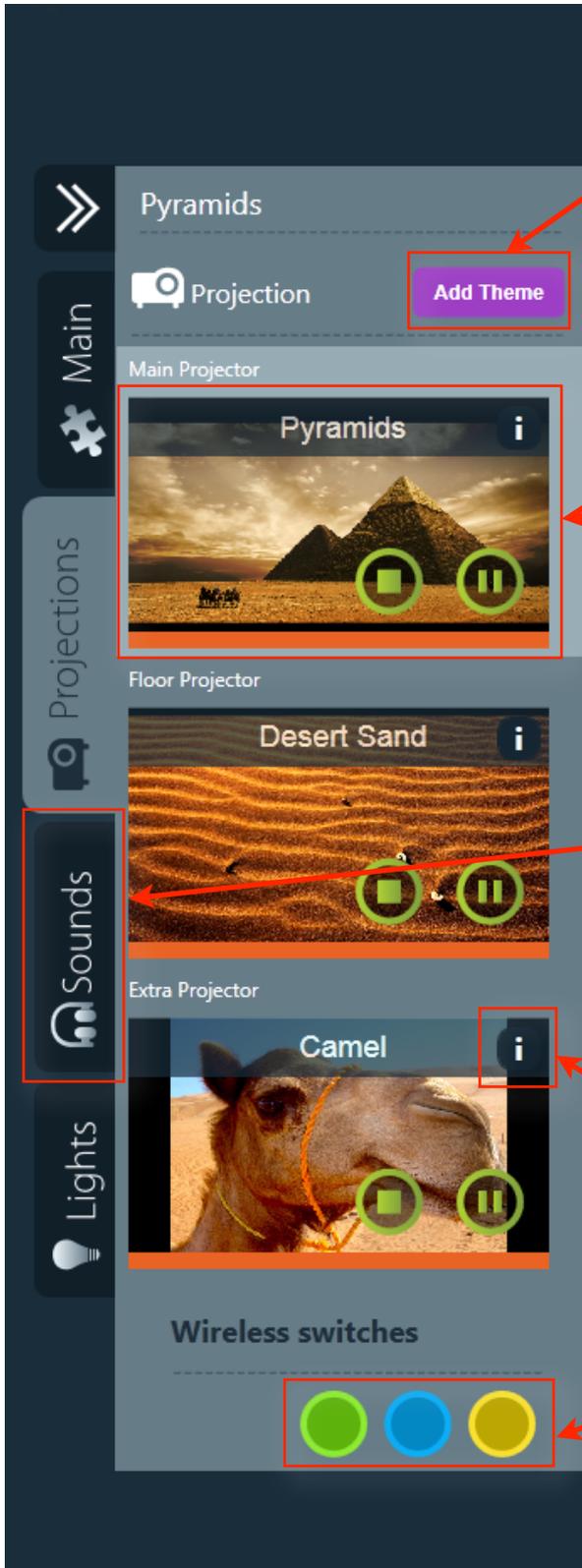
Action Button	Actions are a one touch button to trigger lighting, sound & projection.
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Remote	These are the remote controls and consist of (from left to right): Mute, Volume control, house light levels, play/pause and stop/unload.
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The Stage

The stage provides the user with realtime information on exactly what is playing at any given time. Each tab reflects what is being played on the projectors, sound system and lighting:



Add Theme
When you have all the elements in place and you want to turn it into a theme, press this button to be taken to the theme creation menu (see Chapter 3 in this guide for more details)

Playback Areas
Each of these areas are **dropzones** in which you can drag an element and drop it in. By pressing the play icon on the **Action Buttons**, they will automatically play in the first dropzone. Alternatively, you can drag them to the desired area.

Tabs
Each tab represents a different element **type** - images/videos in **Projection**, music, sound FX and soundscapes in **Sounds** and coloured lights & house lights in **Lights**.

Info button
The info button will provide you with the description and any tags associated with that particular element.

Wireless Switches
You can drag a wireless switch onto any element that you want to affect (see Chapter 3 for more information). The red switch is pre-selected to control Theme lists only (moving through themes when assigned to a list).

The Rack Layout

Know what it all is and does!

Note: Your rack may vary slightly from this version and may not contain all the elements listed below.



Touchscreen - This is linked to the 4D Computer.

Power Control - This box controls the overall power to the rack. Turning off the orange switch will cut the power to everything. There are also two round lights on the front.

Sound Mixer - This controls what sound is playing and how loud.

DVD Player

4D Computer - This is the main computer which has control of everything in the room. This computer is linked to the touchscreen, there is also a keyboard and mouse in a pull out tray within the rack.

iPod Dock

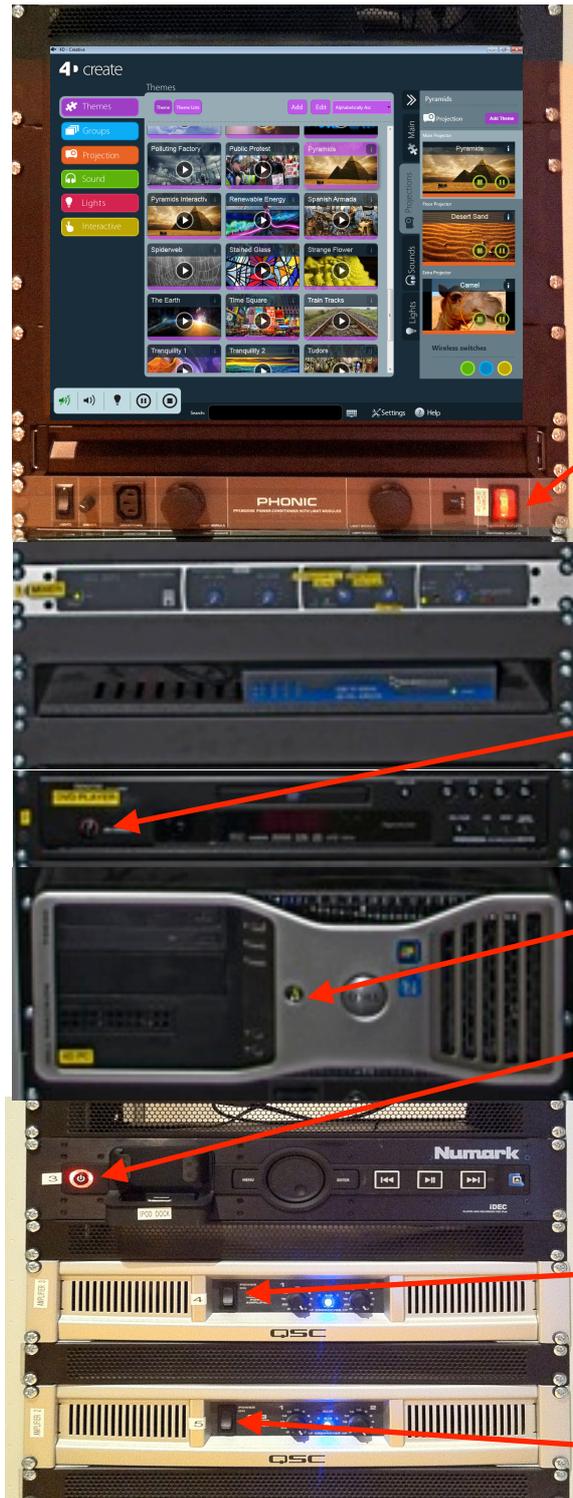
Amplifiers - Amplifies all the sound chosen with the mixer.

How to Power On/Off

Turning everything on in order

In spaces with a larger rack of equipment, we will number everything that you need to turn on and off at the start/end of every day/lesson. To turn everything on just follow the numbers from **1 to 5** turning each device on as you go (The arrows point to where the power switches are).

To turn everything off just follow the same procedure in **reverse** (Numbers 5 to 1).



Note: Your rack may vary slightly from this version and may not contain all the elements listed below. If this is the case, as long as the amplifiers are switched ON LAST and switched OFF FIRST, you will always turn the system on correctly.

If there is no power to any of the devices check this 'Main Power Switch' is glowing Orange. Only at half terms/long periods of non use should it be turned off.

1 **Sound Mixer**
Switch this on if you are going to use **ANY SOUND** at all.

2 **DVD Player**
Switch this on if you are going to use the DVD player.

This 4D computer should be left on at all times. Only at half terms/long periods of non use should it be turned off.

3 **iPod Dock**
Switch this on if you are going to use an iPod for music/sounds.

4 **Amplifier**
Switch this on if you are going to use **ANY SOUND** at all.

5 **Amplifier**
Switch this on if you are going to use **ANY SOUND** at all.



Sourcing Suitable Content

Setting you off on the right foot.

The resolution of still images needs to be equivalent to or higher than the resolution of the projection area to ensure optimum quality (consider a minimum of 1024 x 768 pixels).

Our software automatically stretches both images and video to fill the entirety of the screen. It's because of this that **landscape** images work best. Portraits tend to look overly stretched and out of proportion on the wider wall projection. However on the floor projection portrait works well because of the orientation of the screen. Below is an example of an over stretched portrait and landscape image.

Wall Projection;



Portrait



Landscape

Copyright Considerations

(Source: www.licensing-copyright.org) "Creative works are central to the national curriculum as subjects in their own right. Literature, music and art lie at the heart of the UK's creative industries. These industries make an important and ever-growing contribution to the economy of our country. One in twenty of the workforce currently earns their living from the creative industries and legal copyright protection has enabled most of these industries to develop over the years. Their continuing health and the future livelihoods of many of your students depend upon the recognition of the value of copyright works by making proper payment for their use."

It is important when sourcing your own content that you consider the copyright status of what you plan to use. Generally speaking, educational use does not impose the same rigorous limitations as commercial use. Ultimately, it is your responsibility to ensure you are not in breach of copyright when uploading new content to the system.

We have pulled together some resources for finding content based around the two most user-friendly arrangements available—"Public Domain" and "Creative Commons".

Public Domain

- Works that are free from intellectual property rights; either willingly donated by the artist, by original copyright/patents having expired, or if it was not subject to copyright in the first place (for example- various government departments/archives).

<http://www.publicdomainpictures.net/>

http://en.wikipedia.org/wiki/Wikipedia:Public_domain_image_resources

<http://www.pics4learning.com>

Creative Commons (<http://creativecommons.org/>)

- A not-for-profit organisation that provides alternative licenses to the traditional 'All Rights Reserved' status.
- CC licenses allow (in most cases) for anyone to freely download and use/share and adapt works provided they are not for commercial use.

<http://www.search.creativecommons.org> (*This will help you find photos, music, text, books, educational material, and more that is free to share or build upon utilizing Creative Commons enabled search services at Google and Flickr.*)

http://commons.wikimedia.org/wiki/Main_page (*Wikimedia portal to a wealth of CC and PD content*)

If you are considering sourcing content from other sources that is not covered above, it is important to check what licenses your school may or may not have in place with the organisations shown overleaf (this list may not be exhaustive):

Source: www.licensing-copyright.org



Performing Rights Society for Music
www.prsformusic.com | email: customerservice@prsformusic.com |
 tel: 0845 309 3090

- Holding a school event where music is played
- Organising a school play, an end of term concert or recital involving live or recorded music that is attended by family or friends

In UK copyright law, a person wishing to play copyright music in public will generally require the consent (or licence) of the copyright owner before doing so. 'In public' means, broadly speaking, to an audience outside of his/her domestic or home circle. If the person does not obtain the required licence they may risk infringing copyright.

So, in nearly all cases, if you are playing our music (copyright music written, published or arranged by a member of PRS for Music or one of its affiliated societies) outside the home (or domestic environment), you will need to buy a Music Licence unless:

- There is an exemption in the Copyright, Designs and Patents Act 1988 (as amended) that means you do not have to obtain a copyright licence,
- Your music use is covered by a PRS Charging Policy and PRS for Music has decided, at its discretion, not to make a charge for our licence in your circumstances.

Even if you think you don't need a licence by law or, that you would not be required to pay PRS for Music a fee as a result of a PRS Charging Policy, we always recommend that you contact us to discuss your music use. We will help you ensure that you have the right licence in place to lawfully perform and authorise the performance of our music in your premises. If you don't need a licence, or if you don't need to pay a licence fee, PRS for Music will note this information and ensure that you do not receive our standard mailing letters. (Source: www.prsformusic.com)



The Copyright Licensing Agency
www.cla.co.uk | email: info@cla.co.uk | tel: 020 7400 3100 | fax: 020 7400 3101

- Photocopying or scanning extracts from printed books, journals or magazines or copying from digital publications and websites for teaching or training.



The Educational Recording Agency Ltd
www.era.org.uk | email: era@era.org.uk | tel: 020 7837 3222

- Recording a radio or television broadcast and using recordings (including making available to students) for the educational purposes of licensed educational establishments.



Mechanical-Copyright Protection Society
www.prsformusic.com | e-mail: applications@mcps.co.uk | tel: 020 8378 7500

- Recording a school event containing copyrighted music (capturing lessons or performances in immersive space)



Phonographic Performance Limited (PPL)
www.cefm.co.uk | email: ppl@cefm.co.uk | tel: 01494 836 233

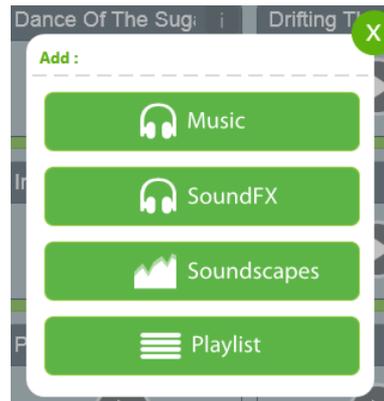
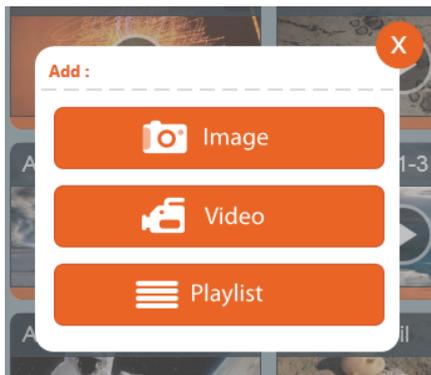
- Recording a school event containing copyrighted music (capturing lessons or performances in immersive space)

Adding a new element

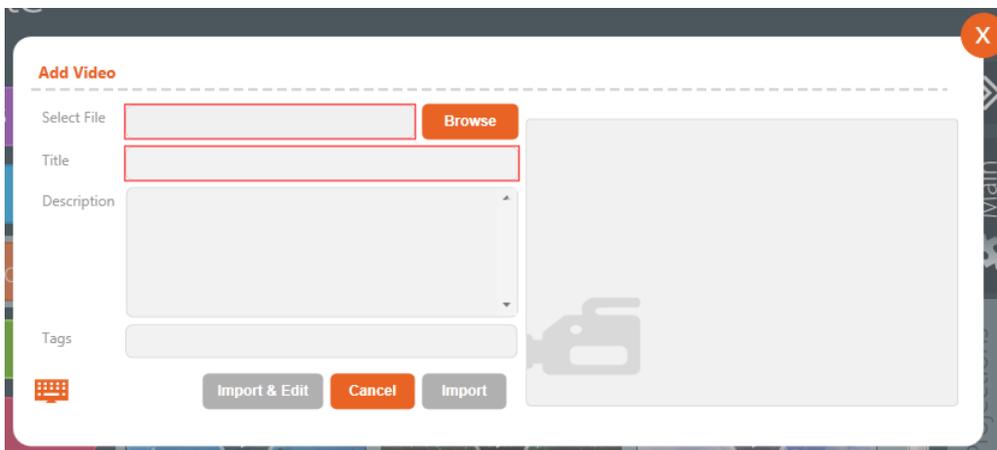
How to upload pictures, sound & video to 4D create.

Adding an element varies slightly depending on which type of element you want to import (ie. videos, sound, images etc).

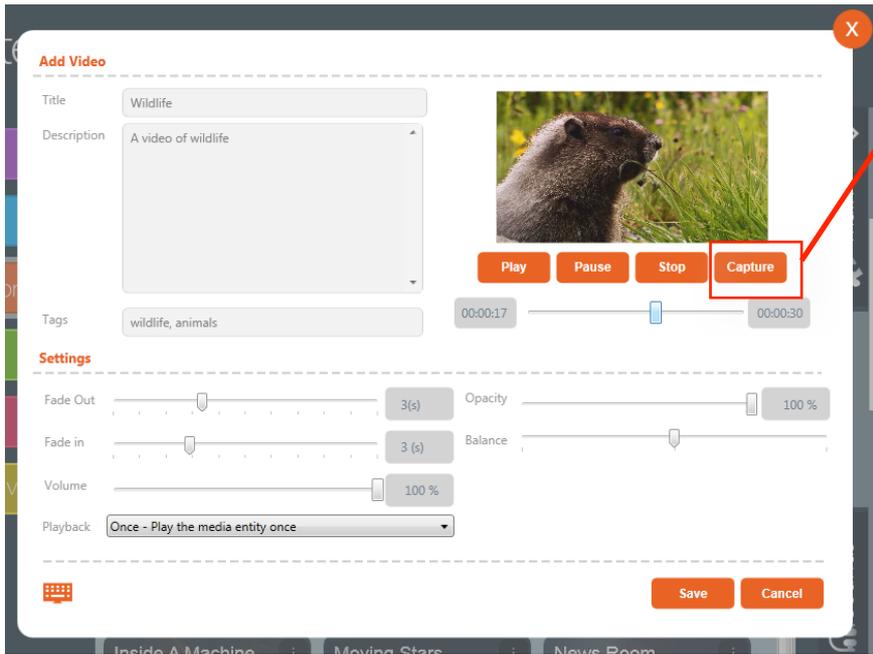
1. Press the  button which can be found in the upper right corner of the main central windows.
2. Depending on which type of element you are importing, you will see one of the following windows. Select your option:



3. You will be presented with a menu (the one shown is for **Video**). Others will vary slightly:



4. Enter the details in the outlined boxes. You can either import as it is or select **Import & Edit**. If you do you will see the following more detailed menu:



Capture - Play the video then press capture when you like to select a thumbnail for the button.

5. When you are happy with the settings, press **Save** and your new element will appear in the relevant library (based on it's type).

Using Wireless Switches

The red switch is locked to advance through themes when are put into a 'Theme List' (press 'Add' in the Themes area. However, the other 3 switches can be assigned to any element.

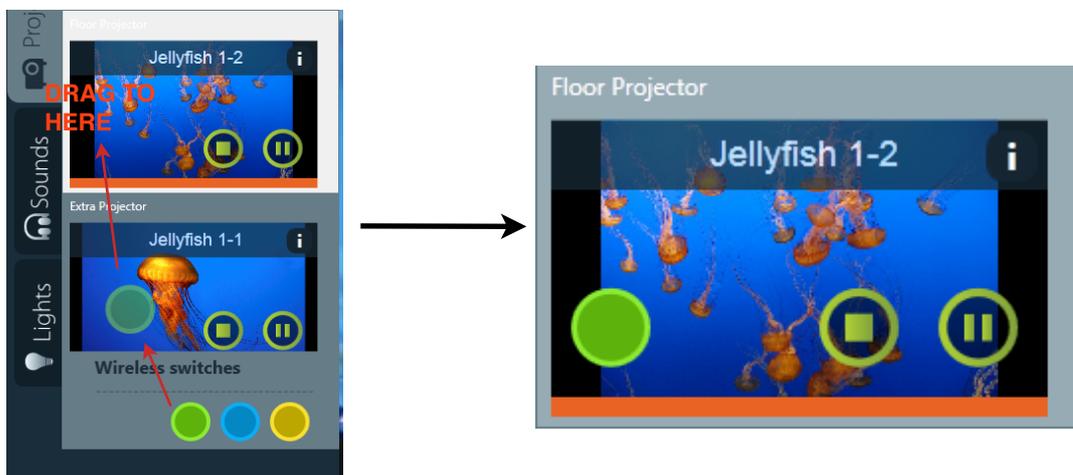
They have a pre-determined behaviour depending on the type of element they are assigned to:

Videos / Music / Soundscapes: Each press of the button will pause and play the element.

Playlists: Each press of the button will advance the playlist through to the next element in the list.

SoundFX: Each press of the button will trigger the effect again from the beginning (regardless of where it might already be playing)

To assign a wireless switch, simply drag and drop it onto the element you want to affect:



Interactive Floor Content

Loading interactive templates to the floor

If your space has an interactive floor installed, you can make use of the interactive content supplied within 4D create. In this current version of the software (V1.0.x/1.1.x/1.2.x), you can only playback pre-made templates- making your own requires the use of a different piece of software called Advis 2.x (see separate user guide). However, you can start playing the existing templates straight away by following the steps below:

1. Press the **Interactive** tab on the Sidebar.
2. If no templates are available, press the **Reload** button at the top of the screen.
3. Your central window should be populated with all the available themes.
4. By pressing the play button on the chosen template, it will automatically load on the floor projector (you cannot load interactive templates on any other projector).
5. The camera is all pre-set to react to your movement- there is no need to configure or adjust any other settings.

Understanding different effects

Interactive templates are based on a number of different **effects**. Therefore they react in different ways. The most popular of these are:

- **Reveal**: One image/video is layered above another so when you move across the floor, the top image is wiped away to reveal what's below
- **Scatter**: Objects are spread across the projection and repel away or attract towards you (depending on individual settings) when you move across the floor.
- **Splat**: Objects move around the screen and present an alternative image when you catch them/ wave over them (for instance, scurrying ants may **splat** when you catch them!)
- **Sound Surface**: Certain areas of the viewable image trigger certain sounds/music when you move across that particular area.

Creating your own templates

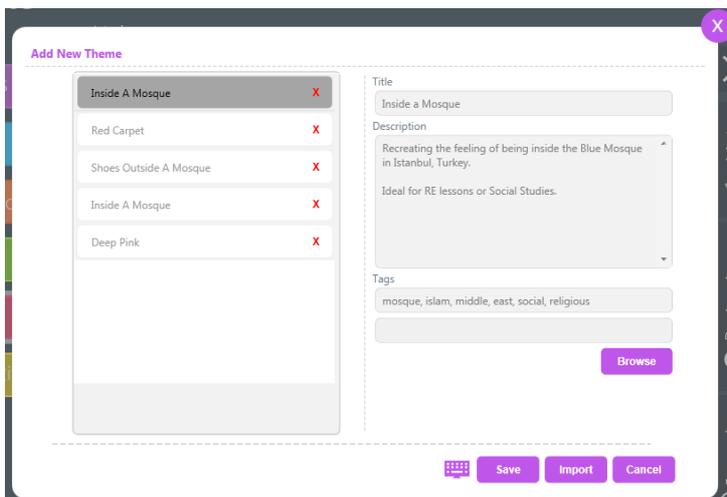
It's important before you attempt to create any new interactive templates that you ensure you have all the content you would like. By referring to the different effects above, check that in the case of a reveal effect, you have both the top and bottom image; in the case of a Sound Surface effect, you have the background image, and the individual sounds for each area and so on.

4D creative cover the creating and editing of your own templates in the onsite training they provide- however video **how-to's** are being developed and will be delivered to each site in the very near future.

Creating a theme

A *theme* is a combination of selected lighting, sound and projection onto a single button.

1. Make sure you have uploaded all your sound, video and still image content by following the instructions above.
2. Drag your chosen elements to the appropriate areas of the stage, including any sounds or lighting states.
3. When you have everything in place, press the **Add Theme** in the stage area and you will be presented the following menu:



4. Enter the required information and press save. The new theme will be saved in the 'Themes' area for all to use.

(Note: By selecting an existing theme and pressing **Edit**, you can choose to export it to either install on another computer or backup/archive. You can also Import these saved themes by pressing 'Import' in the menu shown to the left).

Creating a group

A *group* is a combination of your chosen themes and other elements, stored in a button that expands to show your choices when you press it.

1. Make sure you have uploaded all your themes, sound, video and still image content by following the instructions above.
2. Select the **Groups** tab on the Sidebar, and press **Add** in the top right corner. Select **Group**. A **dropzone** will appear under the Sidebar:



3. Drag the elements/themes you would like in your group onto this **dropzone**. When you are done, press the  icon to bring up the Group save menu.

4. Insert the required information for your group and press **Save**. Your group will now appear in the **Groups** tab on the Sidebar.

Playlists are also created using the same **dropzone** process. Press **Add** when in **Projection** or **Sound** on the **Sidebar** and select **Playlist**. A **dropzone** will appear and you will be able to drag the relevant visual or audio elements to create your playlist. These playlists when saved will appear in the appropriate **Sidebar** menu tab, depending on their type.

ERROR MESSAGES

Problem On opening the software from the desktop, error message says 'Application already running' and the software closes:

Solution Press Ctrl+Alt+Del and open Task Manager. In the Processes tab, select *FDcreative.ISpaces.UI.exe* and press the 'End Process' button. Close the window and try restarting the software.

Problem Try to import a media file through the editor, error message says 'Unable to save sound/video/image':

Solution The software might be struggling to import the file if it's on removable media or saved on a network. Copy the file to the desktop (outside of the 4D Create) and then try to re-import. Unfortunately, you will have to re-enter any information you input in the import wizard.

Problem Images/videos appear to be loading on the wrong screens/in the wrong order:

Solution The only thing that usually causes this problem is if one of the projectors has been unplugged from the computer, or on occasion when the computer has been accessed remotely. This is an issue with the configuration of the graphics cards, not the software, so don't try to adjust your themes. Firstly try restarting the computer; if that doesn't work we'd advise you to call us on 0844 414 2595 and we can talk you through the steps involved in resetting the screens.

Please do not try to change the screen numbers in the Windows Screen Resolution tab- they may not appear in order on this screen but they have a serious effect on the information we have pre-programmed into the graphics cards.



4D

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